



STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
WAGE STANDARDS DIVISION
CHILD LABOR OFFICE

Princess Keelikolani Building, 830 Punchbowl Street, Room 340, Honolulu, Hawaii 96813

INSTRUCTION SHEET FOR CL-1
APPLICATION FOR MINOR'S CERTIFICATE OF EMPLOYMENT

(To be Used Only for Minors Under 16)

Minors 16 and 17 years of age should apply for a Certificate of Age, by presenting an
*acceptable proof of age document to the Child Labor Office.

Instructions

IMPORTANT: This application should be signed by the employer only if the minor is promised a job. **Before the minor starts working**, a completed application (form CL-1) and an *acceptable proof of age document must be submitted to this office. To avoid delay in processing, be sure that this application is complete before submitting. The minor is not required to appear in person - anyone may return this application and the proof of age document either in person or by mail. You may fax the application, but the **original** CL-1 is required to be returned to this office before a certificate can be issued. If the employment is allowable under the Child Labor Law, a Certificate of Employment will be mailed to the employer. Certificates are issued only for employment with the employer named on this application.

RESTRICTIONS ON HOURS

Minors 14 and 15 years of age may work:

- Not more than 3 hours per day on a school day
- Not more than 8 hours per day on a non-school day
- During a school week, not more than 18 hours per week
- During a non-school week, not more than 40 hours per week
- On school days and the day before a school day: Between 7:00 a.m. and 7:00 p.m.
- On non-school days and the day before a non-school day: Between 6:00 a.m. and 9:00 p.m.

Other limitations: Not more than 6 consecutive days of work; Not more than 5 consecutive hours without at least a 30-minute rest or meal period.

This employment may also be subject to the federal child labor provisions under the Fair Labor Standards Act. For information, contact the U.S. Department of Labor (USDOL), Wage and Hour Division.

1 - 7. Type or print **legibly and clearly** the information on the minor.

Employer to complete:

8. Job Minor Hired For

Enter the job the minor will be performing if this application is approved; some jobs are considered hazardous for 14 and 15 year olds.

9. Employment to Begin On

Date the minor will start working.

10. Hours of Work (a to e)

Employer must fill in the hours the minor will be working.

11-15. Employer information

Fill in requested employer information.

16-17. Employer/Representative Name

Employer/representative must print name, sign and date the application.

Parent or guardian to complete:

**18. Parent or guardian name,
signature, address, phone**

Minor's parent or guardian must print name, sign, and provide information.

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Page 2 of 2

*ACCEPTABLE PROOF OF AGE DOCUMENTS:

- Birth certificate
- Hawaii driver's license
- California driver's license
- State of Hawaii ID
- School record (NOT school ID)
- Military ID (front and back of card)
- Court record
- Baptismal certificate
- Bible record
- Hospital record
- Immigration record (alien card, passport, visa)

NOTE: A social security card is NOT an acceptable proof of age document.

For further information, forms, and publications: Contact the Child Labor Office in your county at the locations listed below or on the internet at <http://www.hawaii.gov/labor>. Office hours are from 7:45 a.m. to 4:30 p.m., Monday through Friday, except State holidays.

The **Delivery Information** section below lists various delivery options. Please select the most convenient method and submit the completed form accordingly.

Please remember to sign and date the form before submitting it.

Delivery Information

Delivery by U.S. Mail, In-Person, or via Fax

Department of Labor and Industrial Relations, Wage Standards Division

Oahu	Hilo	West Hawaii
Princess Keelikolani Building, 830 Punchbowl Street, Rm. 340, Honolulu, HI 96813 Phone: (808) 586-8777 Fax: (808) 586-8766	State Building, Rm. 108, Hilo, HI 96720 Phone: (808) 974-6464 Fax: (808) 974-6460	Post Office Building, P.O. Box 49, Kealahou, HI 96750 Phone: (808) 322-4808 Fax: (808) 322-4813
Kauai	Maui	
3060 Ewa Street, Rm. 202, Lihue, HI 96766 Phone: (808) 274-3351 Fax: (808) 274-3355	2264 Aupuni Street, Wailuku, HI 96793 Phone: (808) 984-2075 Fax: (808) 984-2071	



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WARNING: A minor is NOT permitted to work until an **original** application is completed and returned to the Child Labor Office and the employer receives a temporary authorization slip. See additional information on the instruction sheet.

PRINT OR TYPE - MUST BE LEGIBLE: (Use black ink)

Minor's Information

1. Last four digits of minor's Social Security No. ____ _

2. Last Name of Minor, First Name, Middle Initial			3. Age		
4. <input type="checkbox"/> Male <input type="checkbox"/> Female			5. Home Phone ()		
6. Mailing Address of Minor			Apt	City	Zip Code
7. Name of School Attending					Year-round: <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer to Complete

8. Job Minor Hired For					9. Employment to Begin On
10. Hours of Work (See first page for restrictions):					
	a. Start Time	b. End Time	c. # Minutes - Break	d. # Hours/Day	e. # Days/Week
Monday - Friday					
Saturday					
Sunday					

Employer Information

11. Name of Business			
12. Business Address (Mailing Address if not same)		City	Zip Code
13. Employer DOL Number _____	14a. Business Phone ()	14b. Business Fax ()	
15. Type of Business			
16. Signature of Employer/Representative		Title	
Print or Type Name of Employer/Representative			
17. Date of Application			

CL-1 APPLICATION FOR MINOR'S CERTIFICATE OF EMPLOYMENT

Page 2 of 2

Parent or guardian to complete

This request for an employment certificate is made with my knowledge and consent:

18. Print Name of Parent or Guardian
Signature
Address
Phone ()

FOR CHILD LABOR OFFICE USE ONLY	Proof of Age:	BC	HDL	I	MID	SR	SID	Date of Birth
	Other					DLIR Official		
	Date TA Issued					CL-1 Ref No.		